



UPDATE

The Newsletter of the
Council for Accreditation in Occupational Hearing Conservation

VOLUME 5 • ISSUE 1 • APRIL 1994

New Executive Committee Named to CAOHC Council

CAOHC's Council elected a new Executive Committee effective January 1, 1994. The new Executive Committee is headed by CAOHC Chairperson Barbara P. Panhorst, EdD, RN, COHN.

Dr. Panhorst represents the American Association of Occupational Health Nurses on CAOHC's Council (See the Chairperson's Message on page 2). She is the Manager of Occupational Health Programs for Springs Industries, Inc., a textile corporation employing 21,000 workers. Dr. Panhorst is responsible for the Occupational Hearing Conservation Program of the corporation and its 35 Occupational Hearing Conservationists. Dr. Panhorst is a registered nurse and a Certified Occupational Health Nurse. She is a member of the Board of Directors of the American Association of Occupational Health Nurses (AAOHN) and a past president of the South Carolina AAOHN. Dr. Panhorst succeeds Rena Glaser, MA, CCC-A, who continues on the Execu-

tive Committee as Immediate Past Chair (Ex Officio).

Other elected officers include Vice-Chair Jill Niland, CIH, CSP, CAOHC's representative from the National Safety

view of Council publications; and serves as liaison with health-related organizations.

Also elected to the committee is Susan Cooper Megerson, MA, CCC-A.

Ms. Megerson, a representative of the American-Speech-Language-Hearing Association, was elected Secretary/Treasurer. She has worked in a clinical setting and has specialized in industrial audiology with Impact Health Services, Inc. since 1983. In September 1993, Ms. Megerson was named Senior Vice President, Administration for Impact Health Services, Inc.

Ms. Megerson is an active member of ASHA and is a member of the American National Standards In-



CAOHC's Executive Committee: Jill Niland, Barbara Panhorst, & Susan C. Megerson

stitute working groups on computerized audiometry and evaluating hearing conservation program effectiveness. She has served on the executive committee of the National Hearing Conservation Association for five years and is currently president of that association.

Course Approval Fees

Effective June 15, 1993, Course Directors must submit a fee with their course approval forms. The fees cover the administrative costs of the approval process. Federal agencies are exempt.

One course approval: \$15
Multiple course approvals: \$25

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Chairperson's Message

by Barbara Panhorst, EdD, RN, COHN

What an exciting time to be chairing CAOHC! We are a group of over 15,000 certified Occupational Hearing Conservationists (OHCs) and over 350 certified Course Directors (CDs) united in providing occupational hearing conservation.

In the six years I have served on the Council, I have seen a complete CAOHC metamorphosis. Of course, this didn't just "happen." Former and new leaders and council members have given countless hours in reviewing and reorganizing the CAOHC concept. A true commitment to



Barbara Panhorst, EdD, RN, COHN ~ Chair

occupational hearing conservation has resulted in innovative ideas and definition of future roles.

In 1991, we developed a long-range strategic plan to strengthen the image and services of CAOHC. Four purposes were identified. They are 1) to provide education and information in OHC, 2) to provide standards and accreditation in OHC, 3) to promote quality assurance of OHC programs, and 4) to promote awareness and prevention of noise-induced hearing loss. To meet these objectives, the training workshop for Course Directors was

restructured and the *Hearing Conservation Manual, 3rd Edition* was produced. New emphasis was put on identifying and meeting CD and OHC needs.

One area of concern for OHCs deals with the OHC Program Supervisor. Some employers erroneously believe that certifying someone from their company as an OHC makes that person a Program Supervisor. The OSHA standard is very clear that the supervisor must be a physician or audiologist. Every program, large or small, must have one of these professional supervisors.

Unfortunately, when the OHC approaches a physician or audiologist to be a Program Supervisor, this person does not always know what is expected. A CAOHC task force has been appointed to analyze this problem and to make recommendations. Specific expectations and guidelines will be established to aid the supervising professional.

CAOHC exists for those it certifies. Let us know your needs and ideas. If you have a new or better way of teaching or promoting occupational hearing conservation, we would like to hear about it.



UPDATE

Published by the Council for Accreditation in Occupational Hearing Conservation, a non-for-profit organization dedicated to the establishment and maintenance of training standards for those who safeguard hearing in the workplace.

The *Update* is published three times a year in February, July, and November. Articles should be submitted, with a black and white photograph of the author, by the first day of December, May, and September. The *Update* is available to individuals not certified by CAOHC at an annual subscription of \$15. Payment must accompany request:

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Congratulations to Newly Certified and Recertified Course Directors

The following Course Directors completed certification and recertification training at the Course Director Workshop in Atlanta, Georgia on February 20th, 1994 (See page 6 for more details).

New Course Directors

Nimet A. Adam, CCC-A, Delray Beach, FL; Ann B. Anderson, MS, CCC-S, Rochester, MN; Marcie V. Brown, Ann Arbor, MI; Sara Otting Coleman, Kansas City, MO; Ann Lewis Heikkila, Tucker, GA; Jiovanne Hughart, MA, CCC-A, Riverdale, GA; Judith Karty, MS, CCCA, Westminster, CO; Lloyd E. Lamb, MS, PhD, CCC-A, Austin, TX; Philip B. Meltmar, Long Beach, CA; Rebecca F. Moreland, PhD, Baltimore, MD; Linda K. Moulin, CCC-A, Roswell, GA; Valerie

L. Newman, CCC-A, Greensboro, NC; Cynthia Clause Sears, CCC-A, Ormond Beach, FL; Robert Turner, Winnipeg, Manitoba; Yusnita P. Weirather, MA, CCC-A, Billings, MT; Robert A. Williams, MEd, CCC-A, Park Ridge, IL

Recertifying Course Directors

Edward L. Aleo, PhD, Kingston, NY; Vallarie S. Cuttie, Peachtree City, GA; James V. Davidson, MA, El Dorado, AR; Gary Harris, PhD, CCC-A, South Charleston, WV; LuEtta Harris, MA, CCC-A, Florence, SC; Robert J. Harrison, PhD, Coral Gables, FL; Darlene M. Kau, MA, Honolulu, HI 96816; Byron Jess Moulton, MCD, Sioux City, IA; Natalie Stukas, MA, CCC-A, Lisle, IL; Lamar L. Young, PhD, Shelby, NC.

What You Really Need to Know about NRRs (Part II)

By E.H. Berger, M.S., Cabot Safety Corporation, Indianapolis, IN.

Part I of this article appeared in the CAOHC Update, Volume 4, Issue 3, November 1993

Why all the fuss about NRRs?

Customers have always been concerned about the noise attenuation provided by HPDs. Since the purpose of the hearing protectors is to reduce noise, the focus on attenuation is not unexpected. The intention of the NRR labeling regulation was to simplify the process of estimating protected exposure levels, since use of the full-frequency laboratory attenuation data is a complex process. But in providing such an easy-to-use rating, an unfortunate collateral effect was to highlight noise reduction data and focus undue attention on such numbers. Too often, the NRR has become the sole purchasing criterion, with differences of 1dB between competing products taking on critical importance. In such an environment it is no wonder that many manufacturers stress NRRs, and buying hearing protectors becomes a numbers game.

The danger of high labeled NRRs

The average NRR on devices sold in North America today is over 22 dB. This number clearly overstates the protection afforded to most occupationally noise-exposed workers. Such NRRs are dangerous because they mislead both buyers and users of HPDs. Taking an NRR of 22 at face value, one is led to presume that his or her work force will be protected for time-weighted average exposures to well over 100 dB. Since this easily accounts for most noisy industries, it suggests that almost all workers in almost all environments will

be protected if only they are simply given hearing protection.

We have come to learn that such expectations are far from the truth. Fostering such beliefs leads to hearing conservation programs in which inadequate attention is paid to the aspects of a program that can make it work - training, motivation, supervision, and enforcement.

So what is a hearing conservationist to do?

The best measure of the effectiveness of a hearing conservation program is evaluation of the annual audiometric data base. Instead of simply using the audiograms to detect standard threshold shifts (STSS) and providing individual feedback, analyze those audiograms to provide an overall indication of program effectiveness and thus a reflection of the protectiveness of the HPDs that are being worn (ANSI, 1991).

To get a general idea of the amount of protection that can be expected for various types of devices used today, scan the chart provided with the previous article (*Update*, Vol 4, Issue 3, Nov. 1993). It tells you, based upon 20 field studies in seven different countries, the amount of protection being achieved by 84 percent of the work force in today's hearing conservation programs.

Although OSHA's 50 percent derating is a confusing and inconsistently applied correction factor, a derating of that magnitude does have some justification and can at least give a very rough indication of the amount of protection that is likely to be achieved in practice.¹

Do not make purchasing decisions based upon small differences in competing NRRs! In fact, differences in NRRs of less than 3 dB have no practical importance, and even 4- to 5-dB changes are of questionable significance unless closely controlled data are being compared.

The practice of purchasing only HPDs

that will meet the highest noise attenuation requirements within a plant, on the presumption that control of HPD usage is impossible and therefore any device which is purchased may end up being used anywhere within the plant, should be discouraged. Instead HPDs should be approximately matched to the noise exposure requirements of groups of similarly-exposed individuals, and control of usage within the plant should become part of the educational process.

For the majority of industrial noise exposures, those up to equivalent eight-hour levels of about 95 dBA, 10 dB of actual delivered on-the-job protection is all that is necessary. Most conventional hearing protectors, when properly sized and fitted, and consistently worn, can fulfill that requirement. As the sound levels increase so that exposures exceed 95 dBA, choices should be limited to the more protective devices, such as foam earplugs and most earmuffs, or a combination of the two.

The hearing protector selection process should consist of more than merely scanning manufacturers' specification sheets and price lists. Wear test the products you intend to use, both on yourself (for extended periods of a few hours or more) and on small groups of employees. By developing your own firsthand knowledge and combining it with employee feedback, you not only improve the likelihood of selecting products your employees will accept, but you also will better motivate your workers by involving them in their own hearing conservation program.

¹ See EARLog #20 for additional discussion of the OSHA administrative guideline and application of the 50% derating.

REFERENCE

ANSI (1991). "Evaluating the Effectiveness of Hearing Conservation Programs," American National Standards Institute, Draft S12.13-1991, New York, New York.

Proving a Point about Hearing Loss

An opinion piece by CAOHC-certified Course Director Gary Harris, Ph.D., CCC-A, South Charleston, WV

Are you aware of an employee who denies significant hearing loss at 4000 and 6000 Hz in both ears—meaning they are not hearing high pitches as they should?

Have you dealt with a factory manager who doesn't think it's important to have noise levels checked or hearing protection mandated even after factory management has been told that baseline audiograms show an unusually high percentage of people with hearing loss?

If the above scenario has happened to you, it probably means that the people you've tested do not believe the results. It's not the folks with excellent hearing levels who think the results are erroneous. The individuals who call the results into question are the ones with

high frequency hearing loss which they are oblivious to.

"I can hear a deer move at 100 yards when I go hunting with my high-power firearm" can be the reply to your contention that there is some hearing deficit. Very often, however, they don't even voice their disbelief.

What hearing conservationists must do, particularly for the baseline audiogram, is *prove* the audiometric results. To do so only takes 4 or 5 minutes, and these 4 or 5 minutes following the baseline audiogram are the best educational opportunity you will have to prove your point. If the worker can be educated to understand the results of the test, and to understand that there are indeed some tones they aren't hearing well, they'll be much more likely to participate in hearing protection measures.

To prove someone's hearing loss, I sit the individual down in front of the audiometer and ask them to hold one of

the earphones to an ear. I visually point out each of the frequencies as I present the tone aurally, noting when we are at a tone they hear normally and when there is a tone they don't hear. Often, I will take the earphone and put it to my ear, confirming to them that there really is a 4000 Hz tone present that I can hear.

The most compelling example of hearing loss is when there is a difference between ears, and I can demonstrate a tone being heard in the right ear, but not the left.

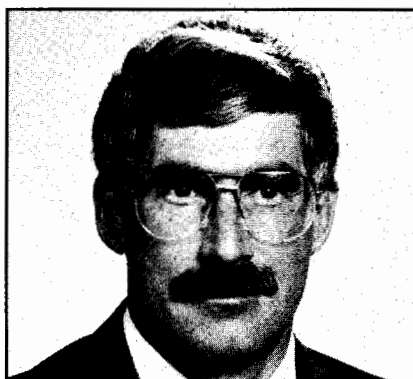
If the employees are not behind your hearing conservation program, it will not be successful. Employees will be behind the program if they understand it, and if they believe that noise can indeed affect their hearing.

Employee support is predicated on employee education. The best opportunity you have to educate employees is to prove their hearing to them immediately following the baseline audiogram.

CAOHC Welcomes Three New Council Members

Lt. Col. Richard Danielson, PhD, has been appointed to represent the Military Audiology Association on CAOHC's Council. He is currently Chief of the Audiology Section and Assistant Director at the Walter Reed Army Medical Center in Washington, D.C. He was editor of the *Military Hearing Conservation Handbook*, published in 1984, and has directed over 25 hearing conservation courses. He holds the certificate of clinical competency from ASHA and is a member of NHCA.

Lt. Col. Danielson has an interest in research on the effects of noise on hearing and has been active in hearing conservation management. He has had a variety of assignments, including officer-in-charge of a task force of 12 audiologists who tested 29,000 soldiers in Saudi Arabia after Operation Desert Storm, and as a consulting audiologist to the U.S. Army Hearing Conservation Program. Lt. Col. Danielson has served as president of the Washington Society of Audiology. (Photo of Lt. Col. Danielson not available at time of print.)



J. David Osguthorpe, M.D.

J. David Osguthorpe, MD, will represent the American Academy of Otolaryngology-Head & Neck Surgery on CAOHC's Council. Dr. Osguthorpe is a professor in the Department of Otolaryngology & Communicative Sciences at the Medical University of South Carolina. He graduated from the University of Utah with a B.S. in 1970 and an M.D. in 1973. He completed his fellowship in General Surgery in 1975 and Head & Neck Surgery in 1978 from the U.C.L.A. Medical Center.

Alex F. Sanchez, Jr., M.D. has been appointed by the American College of Occupational & Environmental Medicine to CAOHC's Council. Dr. Sanchez is the Corporate Medical Director at Springs Industries in Fort Mill, S.C. He received his B.A. from Florida State University and his M.D. from the University of Florida School of Medicine. His professional memberships include the American Medical Association, the North Carolina Medical Society, and the Mecklenburg County Medical Society.



Alex F. Sanchez, Jr. M.D.

Atack and Markham Complete Terms on CAOHC Council

In October 1993, CAOHC's Council met at the Hotel Sofitel in Chicago for the Fall CD Workshop and Council Meeting. The Council recognized three of its tenured and retiring Council Members with commemorative plaques for their dedicated service to the Council.

Col. Rodney Atack joined CAOHC's Council in January 1985, representing the Military Audiology Association. He served as Council Chairman from 1987 through 1989.

Col. Atack is a graduate of Brigham Young University where he earned a

while establishing an effective hearing conservation program. In 1977, he was assigned to the U.S. Army Academy of Health Sciences where he developed the course of instruction for ENT/Audiology technicians.

Thomas Markham, M.D., has represented the American College of Occupational and Environmental Medicine (ACOEM) on CAOHC's Council since 1984; he served as Secretary-Treasurer from 1992 through 1994.

Dr. Markham is the Corporate Medical Director for Brush Wellman, Inc. in Cleveland, Ohio. He received his M.D. degree from St. Louis University School of Medicine and an M.P.H. (Occupational Medicine) from the University of Michigan School of Public Health.

Dr. Markham is a diplomate of the American Board of Preventive Medicine; certified in occupational medicine. He has been a member of ACOEM since 1965 and has served on various

committees including Scientific Program, Students and Residents Liaison, Noise and Hearing Conservation, and the Health Education Committee. Dr. Markham served on the Board of Directors with the the National Capital Occupational Medical Association and he is also a member of the American Medical Association. Other organizations include the American College of Chest



Chair Barbara Panhorst, EdD, RN, COHN gives award to Past Chair Rena Glaser, MA, CCC-A (right) for her service to CAOHC.

Physicians, the American Thoracic Society, the International Commission on Occupational Health, and the Ohio Medical Society.

Both Col. Atack and Dr. Markham retired from the Council effective January 1994. Paul Ostergaard, previous Immediate Past Chair, also retired in January (for further information on Mr. Ostergaard, refer to the November 1993 CAOHC Update).

At the October Council Meeting, retiring Council Members were recognized for their years of service, while CAOHC's new Executive Committee was introduced. Rena Glaser, MA, CCC-A passed the gavel to Current Chair, Barbara Panhorst, EdD, RN, COHN. Dr. Panhorst began her two-year term in January 1994. Other elected officers include Vice-Chair Jill Niland, CIH, CSP, and Secretary-Treasurer, Susan Cooper Megerson, MA, CCC-A.



Retiring Council: Col. Rodney Atack, PhD, CCC-A, Paul Ostergaard, PE, and Thomas Markham, M.D. at the Hotel Sofitel in Chicago.

Bachelor of Science Degree and Master's Degree. In 1983, he was awarded a Doctor of Philosophy in Audiology from the University of Utah. He began his military career in the Air Force and in 1972 accepted a direct commission in the U.S. Army Medical Service Corps.

Col. Atack was Chief of Audiology at Ft. Meade, Maryland where he maintained a strong clinical practice

Employment Opportunities

Position Available: Occupational Health Specialist wanted to travel to industrial locations to conduct on-site hearing and lung testing of employees. Candidate will be able to manage a challenging schedule without close supervision. Extensive travel; good driving record. Some college, supervisory experience, and bilingual Spanish/English preferred. Positions available in NY, TX, and PA. Send resume and

preferred location to Impact, Ms. Killian 920 Main Street #700, KC, MO 64105.

Position Available: Conduct industrial hearing testing on board a mobile unit in the Chicago area. Health field or occupational safety experience plus. CAOHC certification will be needed and will be arranged for if not presently certified. College credit and knowledge of Spanish language also helpful. Will train. Job is offered on a

permanent parttime or possibly a fulltime basis. For information, contact Sue or Natalie at Mobilear Inc: (708) 241-0990.

Seeking Employment:

- 1) Alexander Mark Stavis, 65 E. 96th Street, New York, NY 10128; Ph: (212) 289-7951.
- 2) Carmichael Gully, 13676 Horizon Blvd., El Paso, TX 79927; Ph: (915) 852-1900. Seeking employment as an Audiometric Testing Representative.

CAOHC and the National Hearing Conservation Association Team up for a Successful Program in Atlanta

This past February CAOHC held its annual Course Director Workshop in conjunction with the National Hearing Conservation Association (NHCA) conference at the Sheraton Colony Square in Atlanta, Georgia.

CAOHC decided to piggyback the two meetings after the results of a Course Director survey indicated the combined meetings would be effective and convenient for most CDs. CAOHC will also combine forces with NHCA in 1995 in Cincinnati, Ohio.

CAOHC hosted a wine and cheese reception for both CAOHC and NHCA conference attendees on Saturday, February 18th in the Toulouse Room at the Sheraton. The reception was an opportunity for CAOHC Council Members to meet the Course Directors and NHCA attendees who came in from all over the country for the workshop.

The Course Director Workshop was held on Sunday, February 20th, and attracted one of the highest attendance records in years. CAOHC's Council has made significant changes in the content of the workshop. The workshop curriculum has been a major point on CAOHC's agenda for the past several years, so the program continues to be updated and changed to keep pace with the hearing conservation field.

Robert A. Williams, M.Ed, CCC-A, from Health Evaluation Programs, Inc. in Park Ridge, Illinois, said of the workshop, "As a first time participant, I wish to thank CAOHC for the positive and valuable experience that was the

CAOHC Course Director Workshop. The seminar was well-orchestrated and I learned many new bits of information."

Other workshop attendees agreed with the following comments:

- "The Council was extremely knowledgeable and it's evident that they work well together."



Council Member Bob Dobie, MD and author of the CAOHC manual: Alice H. Suter, Ph.D.

- "The entire program was well-planned and well-implemented. My compliments to all of the presenters who did such an excellent job! The handouts were especially practical."

- "The interactive format was fun. The presenters were relaxed and comfortable."

- "I was a bit worried about coming to this workshop, now however, I am quite happy I attended. The information was very helpful. I

particularly enjoyed the potpourri question-and-answer session at the end."

- "There was good group interaction. It was helpful to hear ideas from other programs."

- "Nice format! Gets people thinking—I really enjoyed everything about this. Don't change a thing!"

CAOHC's Council met for its Fall Council Meeting after the CD Workshop on Monday, February 21st, 1994. The Council is finalizing plans for its next Course Director workshop to be held on Monday, October 3rd in San Antonio, Texas. In March 1995, the CD Workshop will be held at the Hyatt Regency in Cincinnati.

You are eligible to attend a CD Workshop if you are a CD originally certified with CAOHC and wish to qualify for recertification, or if you are a new CD candidate whose application has been approved by the Screening Committee. For information, contact Maria Connor at (414) 276-5338.



The potpourri session of the February 20th CD Workshop

Videos, Brochures, and Packets Available

CAOHC has several resources available to OHCs and CDs alike: nine training videos, a Course Director Packet, and the newest brochure entitled, "Ten Reasons to Become CAOHC Certified".

The videos are available for a five-day loan period. Shipping and handling is \$10 per tape or \$20 for three tapes. Videos may be borrowed by CAOHC CDs only for use in OHC workshops; the videos may not be

used for employee training sessions. To obtain any of the above items, please contact CAOHC at 414/276-5338.

Course Director Packets and the new brochures are distributed to CAOHC Course Directors once they submit a course approval form, and the course is subsequently approved. If you don't have a course planned but would like a packet, contact Maria Connor at CAOHC: (414) 276-5338.

CAOHC exhibits at AOHC

CAOHC is exhibiting at the American Occupational Health Conference at the Hyatt Regency in Chicago, IL on April 19th-21st. AOHC is the largest national conference for occupational health professionals and is sponsored by the American College of Occupational & Environmental Medicine and the American Association of Occupational Health Nurses. The Conference addresses compliance issues facing practitioners.

Upcoming OHC Refresher Courses

Approved March 24, 199

Date	City	Course Director	Phone Number	Date	City	Course Director	Phone Number
May 1994				May 1994 (continued)			
5/4	Detroit, MI	Melette Meloy	713/869-6664	5/23	Portland, OR	Mike Fairchild	503/232-1646
5/5	Billings, MT	Yusnita Weirather	406/245-0893	5/23	Piscataway, NJ	Ellen Kelly	908/238-1664
5/10	St. Louis, MO	Deb Cottone	314/968-4710	June 1994			
5/11	Concord, NH	Pamela Gordon	617/891-9124	6/1	Charlotte, NC	Melette Meloy	713/869-6664
5/11	Dallas, TX	Dean H. Harris	303/586-0702	6/1	Chapel Hill, NC	Andrew Stewart	919/967-2228
5/11	Houston, TX	Melette Meloy	713/869-6664	6/8	Greensboro, NC	George Cook	910/665-1818
5/13	Commerce, CA	Michael Metz	714/638-8122	6/8	Portland, OR	Thomas Dolan	503/725-3264
5/13	Dallas, TX	Laurel Heft	215/667-1711	6/8	Maple Shade, NJ	Richard Stepkin	609/228-3353
5/13	Piscataway, NJ	Ellen Kelly	908/238-1664	6/13	Toldeo, OH	Herbert Greenberg	800/488-4185
5/16	Toledo, OH	Herbert Greenberg	800/488-1994	6/14	Bala Cynwyd, PA	Laurel Heft	215/667-1711
5/17	Greensboro, NC	George Cook	910/665-1818	6/15	Birmingham, AL	Melette Meloy	713/869-6664
5/17	Omaha, NE	Tamara Wallen	816/471-3900	6/16	Tempe, AZ	Gordon Cluff	602/967-7976
5/18	Bala Cynwyd, PA	Laurel Heft	215/667-1711	6/16	Bala Cynwyd, PA	Laurel Heft	215/667-1711
5/18	Shoreview, MN	Craig Linnell	612/429-8333	6/21	Hoffman Estates, IL	Robert Connelly	708/519-0666
5/18	Anchorage, AK	Tom McCarty	907/278-6400	6/21	Greensboro, NC	George Cook	910/665-1818
5/18	Columbus, OH	E.R. Nilo	614/885-6752	6/21	Omaha, NE	Margaret Pikora	816/471-3900
5/18	Boston, MA	Nancy Peterson	617/267-4730	6/22	Denver, CO	Dean Harris	303/586-0702
5/18	Houston, TX	Johnny Sanders	713/439-7511	6/22	Albany, NY	Timothy Swisher	215/734-2386
5/18	Pittsburgh, PA	Timothy Swisher	215/734-2386	6/22	Cleveland, OH	William Wolfe	404/518-0496
5/18	Detroit, MI	Thomas Simpson	313/577-6754	6/23	New York, NY	Maurice Miller	212/679-0100

Letters to the Editor

Dear Editor:

I recently attended an OHC course for certification and now I need to obtain my continuing professional education credits. How can I do so?

Response:

CAOHC does not sponsor continuing professional education credits for occupational hearing conservation courses. It is the responsibility of the Course Director to apply for sponsorship to the Component Professional Organization *prior* to the course.

Only the Course Director Workshop is approved by ASHA to offer .8 CEUs of continuing education credit to Course Directors.

Dear Editor:

I am a Course Director who recently applied for a course approval; why was my approval form returned with a request for payment?

Response:

Effective June 1993, Course Directors must submit a fee with their course approval forms. The fees cover the

administrative costs of the approval process. Federal agencies are exempt. This exemption includes the military.

One course approval is \$15; multiple course approvals are \$25. The fees must accompany the form and will apply only to courses on the submitted form. Please remember to send in your approval forms 30 days in advance of the course.

Remember, courses can be approved up to one year in advance of the course.

Dear Editor:

Several months ago, I read an article in the *Update* about a new Exam Library. How can I obtain an exam for my OHC courses?

Response:

Unfortunately, the office has not received many exams for the exam library. We do have two samples that are ready for distribution. If you would like to use or receive copies from the library, the cost is \$5 plus copying charges. Contact Maria Connor for more information.

If you plan on forwarding your exams to CAOHC, please categorize the exam by subject according to the course outline. Send your exams to CAOHC, c/o Exam Library, 611 E. Wells Street, Milwaukee, WI 53202.

Dear Editor:

I recently attended an OHC course with a CAOHC-certified Course Director to become recertified with CAOHC. It was not until *after* the course that I realized, unfortunately, that I never applied for certification with CAOHC after my 20-hour initial course. Shouldn't this be communicated to me by the Course Director *prior* to the course?

Response:

The Course Director (CD) should not register anybody for the recertification course unless the individual can provide a CAOHC certification number. If the OHC cannot provide that number, that's proof positive that the OHC never certified with CAOHC in the first place.

In that case, the CD should instruct the OHC to apply for certification and recertification simultaneously, as long as the two courses were taken within five years of each other.

The OHC can apply retroactively by paying the combined certification and recertification fees of \$70 and by forwarding documentation indicating that the student has attended and successfully completed both the CAOHC-approved initial course and the refresher course.

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